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OFFICIAL REPORT

OCT 11 1951

on

The CIA Orientation Course
(Fourth Group)

Document No. 9

NO CHANGE in Class. ☒

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1. When and Where

On October 2nd, 3rd, 4th and 5th, 1951 from 0900 to 1200 hours each day, the CIA Orientation Course (Fourth Group) was conducted in the United States Department of Agriculture Auditorium. The decision to conduct the Course in the U. S. Department of Agriculture Auditorium was motivated by the desire to avoid external noises which were experienced when the previous courses were held in a building of temporary construction. Furthermore, it was essential that we secure an auditorium of sufficient capacity to meet the anticipated demand, since a gap of four months had elapsed between the staging of the third and fourth Courses.

The U. S. Department of Agriculture Auditorium proved to be a very satisfactory site for the program, since its location was convenient to most of the CIA offices, and because the furnishings within the Auditorium itself, and the accoustics, were all so adequate.

2. Program

The substance of the entire Course was woven around the quadripartite breakdown of: --

"Background"

"CIA in the U. S. Government"

"The Intelligence Function," and

"CIA in Today's World"

The speakers were schooled toward supporting and expanding the general topic being discussed on each of the four mornings. The Course was beamed on a broad base, fashioned more in the direction of aiding persons already possessed of some intelligence experience by actual working in our various offices. Every effort was made to reduce to the greatest degree duplication in the presentations made by the various speakers. This was accomplished by meeting with each participant and by explaining to him the part his contribution was expected to play in the total endeavor, at the same time telling him what others were going to cover in their lectures.

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3. Cooperation of Offices in CIA

The assignment of personnel by the Training Office to develop a team of workers for the many demands of the Course proved very satisfactory. Prior to the opening of the Course, all of these people went to the U. S. Department of Agriculture Auditorium with the persons from the Orientations Office and there worked out the many problems as to staging, lighting, amplification, etc. which eliminated confusion, and gave us the desired smoothness of operation on the actual days when the program was being presented.

The administrative offices of CIA supplied the support functions of transportation, printing, guard service, etc. without which we could not have conducted the program.

From the operational offices of our Agency came the speakers and also specific assistance in developing the graphic presentations and the bibliographic outline of appropriate reading material. The visual aids which were developed for this Course may be utilized by the Director of Central Intelligence for some of his personal presentations. This information which came a few days ago is most encouraging because it lends endorsement to the work and shows that what we have evolved for one official activity may be utilized for others.

4. Cooperation of the U. S. Department of Agriculture

From the day when we first made an informal request on the U. S. Department of Agriculture until the last day of the program, we received nothing but the utmost of courtesy from all officials and personnel of that Executive Department. Before the program opened they made certain repairs and alterations to meet our demands and gave us the items of furniture which we required, which eliminated the necessity of our carting these things to the Department of Agriculture.

5.

Mention of the cooperation of the speakers, of the assistance from the support offices of CIA, and of the personnel assigned to aid in putting on the course omits a very important segment of this official report. Though I had been informed when I was appointed CIA Orientations Officer in the Office of Training that Mr. was already scheduled to leave for a position in the Office of Operations, I did not realize completely what a great gap was going to be created by his leaving. In preparing for the recent Agency Orientation Course he worked like a Trojan on the myriad

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details that went into making the Course possible. His constant assistance and his ability to shoulder work on his own initiative, reduced to a liveable minimum the task of putting on such a program as we have just concluded. Of course, we regret that he is leaving, but his going should be showered with praise for the work which he has done with me in my short associationship with him.

6. Attendance at the Course.

For official purposes the figure we use on attendance after comparing the initial and the final registration slips, is 535. This is broken down into categories by office, by grade, by old and new employees, and by mandatory and optional attendance.

a) By Office:

OPC.....	99
ORR.....	58
OSI.....	48
OCD.....	48
OSO.....	45
OO.....	45
Personnel Office.....	44
Communications Office.....	36
Finance Office.....	24
I & S.....	13
Administrative Serv. Office.....	12
TR(C).....	12
TR(O).....	10
Audit Office.....	9
OCI.....	8
TSS.....	8
Procurement Office.....	7
DD/A.....	3
ONE.....	3
Management Office.....	2
Medical Office.....	1
Total	<u>535</u>

b) By Grade:

GS-3 -	3
" 4 -	31
" 5 -	149
" 6 -	14
" 7 -	129
" 8 -	2
" 9 -	73
" 10 -	2

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b) By Grade (continued)

GS-11 -	42
" 12 -	34
" 13 -	33
" 14 -	13
" 15 -	7
" 16 -	3
Total	<u>535</u>

c)

New Employees (E.O.D. after Oct 1, 1950) -	475 (89%)
Old Employees (E.O.D. prior to Oct 1, ") -	60 (11%)
Total	<u>535</u> (100%)

d)

Attendance mandatory by Regulation -	441 (82%)
Attendance optional by Regulation -	94 (18%)
Total	<u>535</u> (100%)

In order that all of those who attended the Agency Orientation Course will get official credit, we will send an official listing to the Office of Personnel with the request that notation to this effect be placed in the folder of each person. This will also be done for all of those who have attended any one of the previous three courses.

7. Evaluation of Course

Generally speaking, we have heard from those who have attended that they were quite pleased with the Course. Those of us in the Office of Training who worked on developing the program and on implementing the details, are also satisfied, I believe, that the whole undertaking was profitable. We hope always to be our own most harsh critics and hence we have gleaned valuable experience and are aware of many items that can be improved in future courses.

* * * *

In the past, we have had informal evaluation slips given to the persons who attended each Course, asking them to indicate their reactions to the presentations, both as to format and substance. On this occasion we omitted the evaluation slips after some meetings on this subject with Dr. [REDACTED] in keeping with his suggestion we are calling together a group of approximately twenty persons to get from them through informal

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discussion their thoughts and recommendations. It is felt that this approach will be more profitable to guide us as to our future endeavors, because to a large degree the content of the evaluation slips cancelled itself by the time they were all examined.

* * * *

Besides the Friday meeting, those of us in the Orientations Office will continue to evaluate the content of the program based upon our own discussions with others in the Office of Training. Furthermore, the content of future orientation courses will be determined in a large degree by what will be done in the field of indoctrination for persons when they initially come into the Central Intelligence Agency.

Before arriving at definite decisions regarding indoctrination and orientation courses of the future plus the necessary changing of the regulations affecting these courses, it is felt that we might desire to have a meeting with the Training Liaison Officers and perhaps a few sessions with some of the operating officials to get their reactions to the thoughts we are formulating before they are crystallized and reflected in the regulations.

* * * *

We hope that dates of Agency Orientation Courses will be established with definiteness so that other CIA Office conferences and meetings will coordinate their plans to mesh with our efforts and thus eliminate duplication of burden on speakers who may be called upon to repeat what might be presented for many at one time.

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CIA ORIENTATIONS OFFICER

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